

TEMPORARY FOOD ESTABLISHMENT OPERATIONS CHECKLIST

IMPORTANT NOTE: REVIEW THIS CHECKLIST CAREFULLY. IT IS FOR YOUR USE ONLY. DO NOT RETURN THIS FORM TO THE HEALTH DEPARTMENT. ENSURE THAT ALL APPLICABLE ITEMS LISTED BELOW ARE PROVIDED, AS FAILURE TO COMPLY MAY RESULT IN THE HEALTH DEPARTMENT PERMIT NOT BEING ISSUED. FOR FURTHER INFORMATION, CONTACT THE HEALTH DEPARTMENT AT 703-246-2444.

- ☐ 1. All food items must be prepared on site or at an approved food establishment. **No home-prepared foods are allowed.**
- ☐ 2. **Exclude ill persons** from handling food and working at the food stand.
- ☐ 3. Effective **hair restraint** (i.e. hair net, cap, and visor) for all food employees.
- ☐ 4. **No eating, drinking, or tobacco use** is allowed in the food stand. The only approved drinking method allowed will be a cup with a lid and straw, not stored on the food preparation surface.
- ☐ 5. A **handwashing set-up** must be provided: (1) a handsink or (2) a covered container with a spigot (i.e. coffee urn, water jug or beverage cooler with turn spout), liquid soap, paper towels, and catch bucket for wastewater collection.
- ☐ 6. **No bare hand contact** with ready-to-eat foods. Provide handled dispensing utensils (serving spoons, scoops, spatula, tongs, etc.), deli tissue, and/or disposable food handling gloves. Ensure frequent and proper handwashing by food employees.
- ☐ 7. Metal stem probe, digital, or thermocouple **food thermometer** (0°F – 220°F) in 2°F increments to be used to verify cooking and cold/hot hold temperatures of foods.
- ☐ 8. Adequate **refrigerator(s) or ice chest(s)** must be provided and in good repair to maintain cold foods at 41°F or less. Each refrigerator must have a thermometer. Unpackaged food may not be stored in direct contact with undrained ice.
- ☐ 9. Adequate **cooking or hot hold equipment** must be provided and in good repair to maintain hot foods at 140°F or above (i.e. propane stove, grill, steam table, chafing dish with sterno burner, cambros, insulated bags).
- ☐ 10. **Food equipment and utensils** must be in good repair and easily cleaned and sanitized.
- ☐ 11. **Three-basin dishwashing set-up** (i.e. sinks, dishpans, 5-gallon buckets) must be provided for washing, rinsing, and sanitizing equipment and utensils when food is prepared at the stand. Liquid dish detergent, sanitizer (i.e. unscented chlorine bleach, quaternary ammonium compound), and sanitizer test kit must be supplied. Wiping cloths must be stored in a sanitizing solution.

- ☐ 12. **Sneeze guard** or shielding must be provided to protect unpackaged food from contamination by the public.
- ☐ 13. **Disposable cups, plates, and eating utensils** for the public.
- ☐ 14. **Condiments** (i.e. ketchup, mustard, mayonnaise, relish, salad dressing, hot sauce, etc.) offered for customer self-service must be in individual packets, squeeze bottles, or pump-type dispensers.
- ☐ 15. **Pallets, tables, or storage racks** must be provided to elevate food, clean equipment, utensils, and single-service articles off the ground.
- ☐ 16. **Overhead protection** (i.e. tent or canopy) is required for outdoor events. **Ground cover** (plywood or tarp) is required if the food stand is on gravel, soil, or grass. Check with the event coordinator to see if tents are being provided.
- ☐ 17. **Liquid wastewater** from cooking, dishwashing, ice coolers, handwashing, etc. must be collected properly. No liquid waste can be emptied on the ground or in the storm drain.
- ☐ 18. Check with the event coordinator on the availability of **water, electricity, restrooms, trash collection, and wastewater disposal**.
- ☐ 19. **Contact the Health Department if you alter the menu after making application.**